NOTICE OF AMENDMENT: OCTOBER 28, 2019

EXAM TITLE: CEA B, CHIEF DATA OFFICER, OFFICE OF THE DIRECTOR

DIVISION: EXECUTIVE DIVISION

LOCATION: SACRAMENTO

FINAL FILING DATE: OCTOBER 28, 2019

The bulletin announcing the above named examination is amended as follows:

The Final Filing Date Has Been Extended To
NOVEMBER 12, 2019

ALL OTHER INFORMATION REMAINS THE SAME.

DEPARTMENT OF MOTOR VEHICLES, SELECTION AND CERTIFICATION UNIT
DEPARTMENT OF MOTOR VEHICLES
CAREER EXECUTIVE ASSIGNMENT EXAMINATION BULLETIN

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free state work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service and the special trust placed in public servants.

DIVISION: Executive Division

POSITION TITLE: CEA B, Chief Data Officer, Office of the Director

LOCATION: Sacramento

SALARY: $10,360.00 – $12,341.00

FINAL FILING DATE: October 28, 2019

This position may be subject to Department of Finance approval.

POSITION DESCRIPTION

Under the general direction of the Director, Department of Motor Vehicles (DMV), the CEA B, Chief Data Officer (CDO) is responsible for envisioning data-enabled strategies and enabling all forms of business outcomes through analytics; data and analytics governance and enterprise information policy; accountability for analytics governance, business outcome enablement, and oversight and implementation of key data and analytic initiatives based on enterprise-wide data collected in the normal course of State business to improve transparency, efficiency, and accountability of DMV operations. These analytic initiatives include: establishing and maintaining a data governance program; shepherding the data and analytics strategy; defining the data and analytics operating model; fostering and promoting a culture of data use by enabling and encouraging programs and government agencies to share data to collaborate on common issues and related programs; employing and analyzing operational data to improve program performance; and creating and expanding open data offerings to empower citizens, and to enable better government and commercial services.

Develops, establishes, and maintains a data governance program, which includes development of policies and procedures, and a plan to execute the procedures. Collaborates with the Executive Governance Council on governance policy creation and compliance. Participates in the following governance domains: business strategy and planning; management and financial reporting; enterprise architecture; information technology strategy and planning; and risk and compliance, which includes participating in other governance forums where the CDO’s input is desired.
POSITION DESCRIPTION (CONTINUED)

Manages data science and data analytics efforts. Establishes a data analytics culture to ensure sound analytical data is available to support enterprise-wide decision making. Collaborates with stakeholders to develop and implement policies for data accessibility and management, and that provides operations guidance ensuring the availability, usability, quality, integrity, and security of data assets. Defines data strategy practices, leads the creation, and assures the ongoing relevance of the DMV’s data strategy in association with stakeholders. Institutes a programmatic approach for enterprise data management to identify, prioritize, and execute the data and analytic initiatives with a clear line of sight to enterprise strategies and business outcomes.

Determines DMV’s use of new, existing, and legacy information assets and when and how to retire such assets by creating policies and controls for the appropriate protection of enterprise data assets through a defined life cycle, from acquisition or creation to end of life destruction and disposal procedures through the governance program and its stakeholders.

Develops and implements master data management (MDM) policies to effectively control DMV’s master data. Identifies DMV’s master data and establishes a standard definition for business critical data that is shared across the enterprise and collectively represents an authoritative source of master data. Implements tools that support MDM to remove duplicate data, standardize data, and incorporate rules to eliminate incorrect data from entering the system.

Oversees the availability, usability, quality, and integrity of DMV’s enterprise-wide data in coordination with the Information Security Office (ISO). Measures master data and reference data for compliance with policy, standards, and conceptual models. Assures the deployment and management of data quality monitoring practices. In coordination with the Chief Information Officer (CIO), oversees the integration and staging of data, and the development and maintenance of the data lakes, data warehouse and data marts for use by analysts throughout the DMV. Partners with the CIO to scan the horizon for emerging management tools, skills, techniques, and technologies. Collaborates with the ISO to identify security and risk implications for data assets.

Reviews and ensures compliance with certification and reporting requirements for DMV to its external stakeholders. Leads internal regulatory and compliance programs related to data assets. Ensures the performance of independent audits, as appropriate.

Represents the DMV regarding the data governance program with the California Department of Finance, California Department of Technology, California State Transportation Agency, and California Government Operations Agency. Researches and evaluates current and new data technologies and trends. Creates and expands open data offerings to enable better government and commercial services.

MINIMUM QUALIFICATIONS

CEA examinations are open to all applicants who possess the knowledge and abilities, and any other requirements as described in the examination bulletin. Eligibility to take a CEA examination does not require current permanent status in the civil service.
Applicants must demonstrate the ability to perform high administrative and policy-influencing functions effectively. Such overall ability is demonstrated by the following more specific knowledge and ability requirements:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; personnel management techniques; the department’s or agency’s Equal Employment Opportunity Program objectives; and a manager’s role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multi-disciplinary professional and administrative staff; analyze administrative policies, organization, procedures, and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top-level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; analyze complex problems and recommend effective courses of action; prepare and review reports; and effectively contribute to the department’s or agency’s Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following types of experience (experience may have been paid or volunteer; in State service, in other governmental settings, or in a private organization):

CEA Level A. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Level B. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Level C. Extensive managerial and program administrative experience, which has included substantial responsibility for a combination of management functions such as program planning, policy formulation, organization coordination and control, and fiscal and personnel management.

Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.
DESIRABLE QUALIFICATIONS

The following desirable qualifications are critical factors in job success for this CEA position. You must provide responses and specific examples for each of the desirable qualifications in your Statement of Qualifications. The responses and examples you provide may be the only tool used for determining your final score and rank for this examination.

1. Describe your experience in developing, establishing, and maintaining a data governance program, including the development of policies and procedures, and a plan to execute them.

2. Describe your experience in managing data science and data analytics efforts to ensure sound analytical data is available to support enterprise-wide decision-making.

3. Describe your demonstrated ability to collaborate with stakeholders to develop and implement policies for data accessibility and data management, which provide guidance to ensure the availability, usability, quality, integrity, and security of data assets.

4. Describe your demonstrated ability to determine the use of new, existing, and legacy information assets, and your demonstrated ability to determine when and how to retire such assets.

5. Describe your demonstrated ability to implement tools to standardize data, remove duplicate data, and incorporate rules to eliminate incorrect data from entering a data system.

6. Describe your demonstrated ability to identify and implement emerging data management tools, skills, techniques, and technologies.

7. Describe your demonstrated ability to communicate, verbally and in writing, with executive management, departmental managers, the Governor’s Office, the Legislature, California State Transportation Agency, and other agencies and departments; and your demonstrated ability to represent a department in meetings with other agencies.

EXAMINATION INFORMATION

The Statement of Qualifications will be reviewed and rated by an examination panel. Candidates will be competitively ranked according to their qualifications using predetermined evaluation criteria consistent with the minimum and desirable qualifications for the position.

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The results of this examination will be used only to fill the position of CEA B, Chief Data Officer, Office of the Director, Executive Division with the Department of Motor Vehicles (DMV) and may be used to fill subsequent vacancies for this position for a period of up to 12 months. Examination/Employment Applications (STD. 678) and Statement of Qualifications will be retained for 12 months. The DMV may elect to consider new applicants in addition to those previously screened.

Questions regarding the examination process should be directed to Lisa Roper, CEA Program Coordinator, at (916) 403-8339.
FILING INSTRUCTIONS

Interested applicants **must** follow the filing instructions below. Applicants who fail to follow the filing instructions or fail to submit all items by the final filing date will be disqualified from this examination.

1. **Complete a Examination/Employment Application (STD. 678).**
   The STD. 678 is available through your CalCareer Account at [www.calcareers.ca.gov](http://www.calcareers.ca.gov).

   The STD. 678:
   - **Must** indicate the position title in the “EXAMINATION(S) OR JOB TITLE(S) FOR WHICH YOU ARE APPLYING” box.
   - **Must** include all title/job classifications, employment dates, and duties performed.
   - **Must** have an original signature and date; STD. 678s submitted electronically using a CalCareer Account are considered signed and dated.

2. **Complete a Statement of Qualifications.**
   A Statement of Qualifications contains your narrative explanations of how your education, training, experience, knowledge, skills, and abilities meet the minimum qualifications and DESIRABLE QUALIFICATIONS for this position. It is also your written presentation to the examination panel and serves as documentation of your ability to present information clearly and concisely in writing.

   Cover pages, cover letters, and resumes **do not** take the place of the Statement of Qualifications.

   The Statement of Qualifications:
   - **Must** include specific examples addressing each of the DESIRABLE QUALIFICATIONS. The specific examples you provide on the Statement of Qualifications may be the only tool used for determining your final score and rank for this examination.
   - **Must** be typed with font no smaller than Arial 10 point.
   - **Must** be no more than two (2) pages in length (one 8 ½” x 11” sheet with print on front and back is considered two [2] pages).
   - **Must** be clearly titled “Statement of Qualifications” at the top of the first page.

3. **Submit the completed STD. 678 and Statement of Qualifications by the final filing date using one (1) of the three (3) options below.**

   - **Electronic (Using Your CalCareer Account)**
     Click on the “Apply Now” button on the job posting at [www.calcareers.ca.gov](http://www.calcareers.ca.gov), follow the prompts, and print a receipt as proof of submission. Email or fax will **not** be accepted.
FILING INSTRUCTIONS (CONTINUED)

- **By Mail**
  
  **Must** be postmarked by the final filing date. Dates printed on Mobile Bar Codes, such as Quick Response (QR) Codes available at the United States Postal Service (USPS), are not considered postmark dates for the purposes of determining timely filing. Interoffice mail received after the final filing date will **not** be accepted. **Address for mailing:**

  Department of Motor Vehicles  
  Attn: Lisa Roper – CEA  
  Selection and Certification Unit  
  P.O. Box 932315, MS E678  
  Sacramento, CA 94232-3150

- **Drop-Off**
  
  **Must** be placed in the “Selection & Certification Unit Drop Box” by 5:00 p.m. on the final filing date. **Address for drop-off:**

  Department of Motor Vehicles  
  Attn: Lisa Roper – CEA  
  “Selection & Certification Unit Drop Box”  
  2415 1st Avenue, 1st Floor Lobby  
  Sacramento, CA 95818

SPECIAL TESTING

If you have a disability and need special testing arrangements due to a verified disability or medical condition, please complete and submit the Accommodation Request (STD. 679) form with your Examination/Employment Application (STD. 678). You may also contact:

Department of Motor Vehicles  
Selection and Certification Unit  
2415 1st Avenue, MS E678  
Sacramento, CA 95818

Phone 916-657-7553 or via the California Relay Service for the hard of hearing from TTY Phones at 1-800-735-2929, or from voice phones at 1-800-735-2922.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the minimum qualifications does not assure a place on the eligible list.

The Department of Motor Vehicles reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service laws and rules and all competitors will be notified.
**GENERAL INFORMATION (CONTINUED)**

**General Qualifications:** All candidates for, appointees to, and employees in the state civil service shall possess the general qualifications of integrity, honesty, sobriety, dependability, industry, thoroughness, accuracy, good judgment, initiative, resourcefulness, courtesy, ability to work cooperatively with others, willingness and ability to assume the responsibilities and to conform to the conditions of work characteristic of the employment, and a state of health, consistent with the ability to perform the assigned duties of the class. Where the position requires the driving of an automobile, the employee must have a valid state driver license, a good driving record and is expected to drive the car safely.

**Criminal Record Clearance:** Some positions within the Department of Motor Vehicles may be subject to fingerprint and criminal records check requirements. The Department of Justice and Federal Bureau of Investigation will complete this check. Candidates will be notified during the hiring process if the position is affected by the criminal records clearance procedure. Criminal record clearance is a condition of employment in positions affected by this procedure.

*California Relay (Telephone) Service for the deaf or hearing impaired: from TDD phones (800) 735-2929; from voice phones: (800) 735-2922.*

**Classification Specifications are located at:**

[http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx](http://www.calhr.ca.gov/state-hr-professionals/Pages/job-descriptions.aspx)